

Subject: DCBID office supply orders
From: Elisabeth Cutler <ecutler@downtownla.com>
Date: 05/10/2017 11:10 AM
To: Lena Mulhall <lmulhall@ccala.org>
CC: Suzanne Holley <sholley@downtownla.com>

Lena,

I will start handling the BID's office supply orders moving forward. Since I'm completely new to the entire process, I wanted to connect with you to find out the guidelines for the following:

- § Handling incoming order requests
 - o Order form or via email
- § Ordering supplies
 - o General info
 - o Vendor lists
- § Identify any the staple orders
- § Approval process
- § Outstanding DCBID orders
- § Transferring all related accounts to DCBID
 - o Amazon (if it's just a matter of setting up a new account for DCBID, I'll take care of that)
 - o Other

Also, if there's anything else you feel is pertinent that I have not included above, please let me know. Appreciate your guidance and help in this transition process!

Thanks.
Elisabeth

Elisabeth Cutler

Executive Assistant to the President & CEO

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